

(ADMINISTRATIVE -- INTERNAL USE ONLY)

1/25/88

ROUTING AND RECORD SHEET

7-15

SUBJECT: (Optional)

FBIS' Secretarial Panel System

FROM:

Employee Development Specialist, CDS
Foreign Broadcast Information Service

EXTENSION

NO.

FBIS-0174-88

DATE

20 Jul 88

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Career Development Officer/
Secretaries/DS&T

2.

Room 6E60
Headquarters

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached is the response to
your telephone request to
[redacted], who is on leave
this week.

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FORM
1-79

610

USE PREVIOUS
EDITIONS

ADMINISTRATIVE -- INTERNAL USE ONLY

FBIS-0174-88
20 July 1988

MEMORANDUM FOR:
Career Development Officer/Secretaries/DS&T

FROM:
Employee Development Specialist, CDS/FBIS

SUBJECT: FBIS' Secretarial Panel System

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1. FBIS' secretaries are evaluated twice a year under a system of two panels: one for Level I and II secretaries and one for Level III and IV. The secretaries are ranked annually and are considered for promotion twice a year. Performance awards are recommended annually. The recommendations are sent forward from the panels to the FBIS Career Service Panel (CSP) for approval. The CSP is chaired by the Director, FBIS and consists of the Deputy Director, FBIS, the group and staff chiefs, and a rotating member from each group. The Chief, Personnel Branch and Special Assistant for Career Development are advisers.

2. The following are members of the Level I and Level II Panel:

Special Assistant, Production Group
Executive Officer, Operations Group
Deputy Chief, Analysis Group
Special Assistant, Engineering Support Group
Deputy Chief, Administrative Staff
Executive Secretary (2)
Senior Secretary (all group secretaries)
(Chair rotates)
Technical Rep: Deputy Chief, Personnel Branch
Adviser: Employee Development Specialist

For Levels III and IV:

Deputy Director, FBIS (Chair)
Deputy Chief, Production Group
Deputy Chief, Admin Staff
Deputy Chief, Operations Group
Deputy Chief, Analysis Group
Executive Secretary (2)
Technical Rep: Deputy Chief, Personnel Branch
Adviser: Employee Development Specialist

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